Tranztacho User Guide

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Accessing Your Tranztacho Account

Enter the following into a browser address bar to open “TranzTacho **Web** Application” login page:

http://www.tranztacho.ie/ttms/

Enter your username and password as provided by Tranzaura.

Populating the System: (Adding drivers and vehicles)

Before driver and vehicle files can be uploaded to TranzTacho, driver and vehicle records must be created on the system.

Digital Driver and Vehicle records:

All digital drivers and associated vehicle records will be created automatically as driver cards are uploaded to the system (no manual creation is required).

Analogue Drivers and Vehicles:

Both drivers and vehicles will need to be created in the “TranzTacho **Web** Application” prior to any analogue tachograph charts being uploaded to the system.

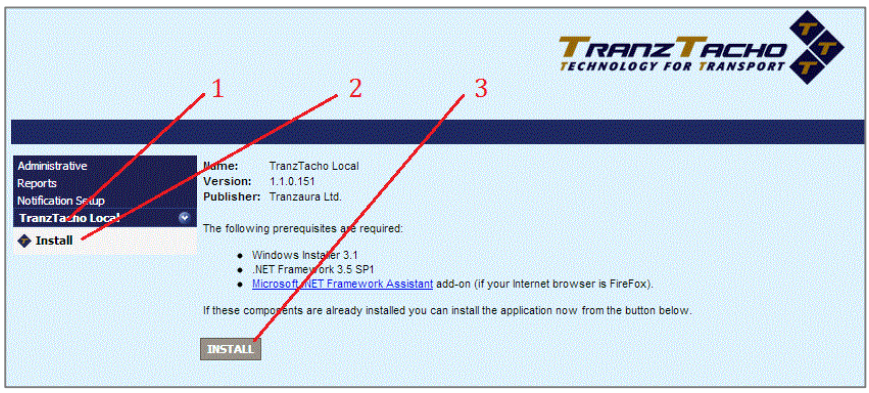
Uploading data:

The most efficient method of uploading driver cards to the system from both storage devices and smartcard readers is through the use of the “TranzTacho **Local** Application”.

This can be downloaded as follows:

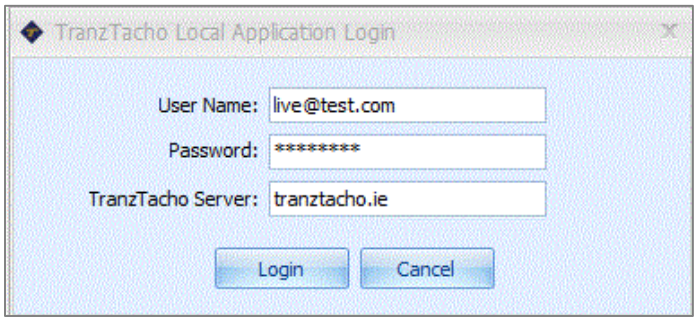
Login to the “TranzTacho **Web** Application”, preferably using “Internet Explorer” as your browser. (Firefox should also work).

Go to ***TranzTacho local > Install*** located at the bottom of the Administrative Menu bar. This will install the TranzTacho Local application icon on your desktop.



Using the Local Application

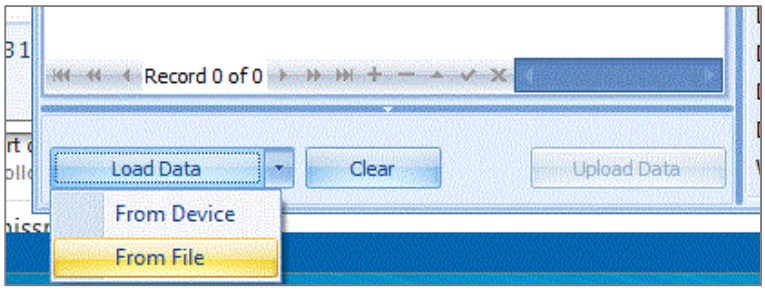
1. Double click the “TranzTacho Local” icon on your desktop
2. Enter your Username and Password.
3. Make sure “Tranztacho.ie” is entered for Tranztacho server details and click Login.



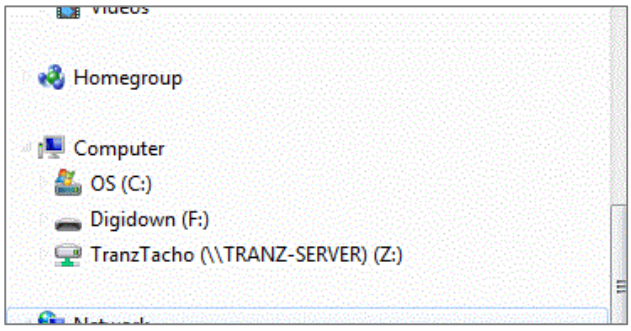
Uploading Driver Cards from a Storage Device (Digidown Plus – Optac etc)

1. Click on “Digital Device” button.

2. Click “Load Data”/ “From File”

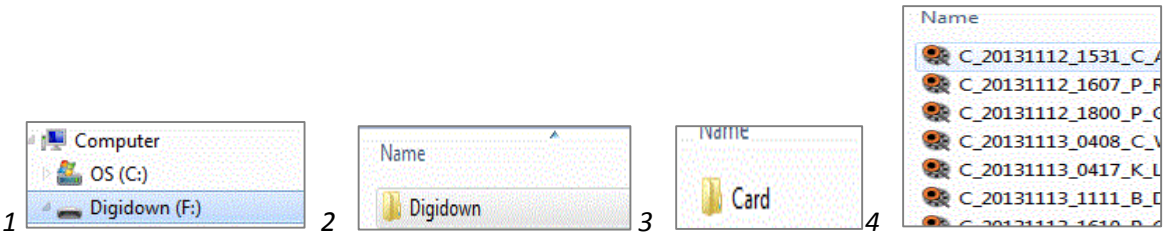


3. Your driver data storage device (if connected via USB) should normally be visible in the left sidebar of the screen that appears. (Digidown example below)



4. Click on the Device, then “Card” folder, and all driver files on the device should be visible.

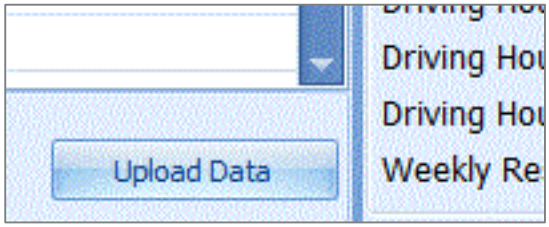
Valid driver files usually have a file extension such as .ddd, .crd, .dc, .esm, .dtc, .dtg, .v1b, .c1b, .tgd, .a1b.



1 *2* *3* *4*

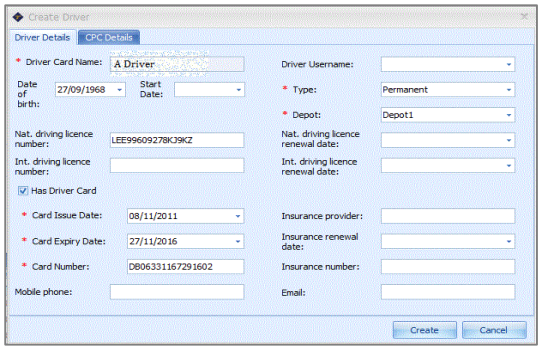
5. You can click on a single file and click “Open” button or you can multi select all files by holding down “CTRL” + “A” on your keyboard.

6. Click “Upload” to upload the file(s) to the Tranzaura system.



Digital Driver Creation:

A “Create Driver” form will open if the driver for whom you are uploading their data does not exist on the system. This form is pre-populated with some driver card information.



Driver “Type” and “Depot” must be chosen by the User before the Driver record can be saved.

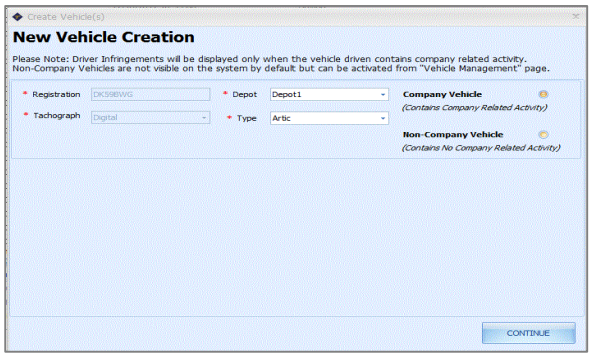
In order to avoid duplication of driver data, great care should be taken to ensure that a driver to be created has not already been created manually under a different name (ex. Jonathon Smyth may have been previously created as Jon Smyth or Jonathon Michael Smyth).
If this proves to be the case and you are certain this is not a different driver do **not** create the driver. First manually replace the old driver name and driver card number with precisely the same name and number as is on the driver card. If done correctly you should no longer be prompted to create an already existing driver.

Driving licence, CPC licence and insurance expiry dates can also be added here for notification purposes.

Once the Driver form is completed press “Create” followed by “Upload Data”

Digital Vehicle Creation:

If the driver card file contains vehicles that do not already exist on the system a vehicle creation form will appear on screen.



You will then have the option to create these vehicles as “Company” or “Non-Company” vehicles.

A user would typically choose the “Non-Company” option only if the activity associated with this vehicle was not related to your company.

Manual Driver Creation (Analogue Drivers Only)

If a driver does not have a driver card this driver should be created manually in the “Drivers” page in the TranzTacho Web application.

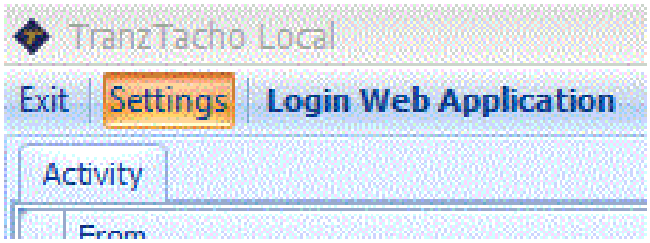
To avoid any future duplication of drivers, care should be taken to enter the drivers name exactly as it is on their driving licence. Although it is not guaranteed, this is the best way to ensure that the name will be the same as on any future driver card, reducing the possibility of accidental driver duplication.

Manual Vehicle Creation (Analogue Vehicle Only)

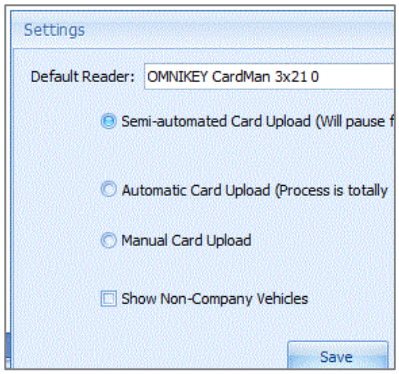
Analogue vehicles should be created manually in the “Vehicle” page in the TranzTacho Web application.

Uploading Driver Cards (Smartcard Reader (Omnikey etc.)

Click “Settings” at top left of TranzTacho Local



Three options are available to the user from the settings tab – Semi Automatic upload -Automatic upload, and Manual upload.



1. Semi-Automatic upload (Will pause for driver/vehicle creation)

All card uploads will proceed start to finish without interruption unless the card contains data related to a driver or a vehicle that has not yet been created on the system. In such a case a Driver or Vehicle form will need user attention before upload can proceed.

2. Automatic upload. (Ideal where the PC is not attended by a transport manager)

All card uploads will proceed start to finish without interruption. Unknown vehicles and drivers will be created as unassigned types which can be correctly assigned at a later time.

3. Manual upload.

Driver activity and a card Summary will display for the transport manager to see.

The “Upload data” button can then be pressed to upload the data.

The Tranztacho driver metrics page will then open to display a full breakdown of the driver’s recent activities.

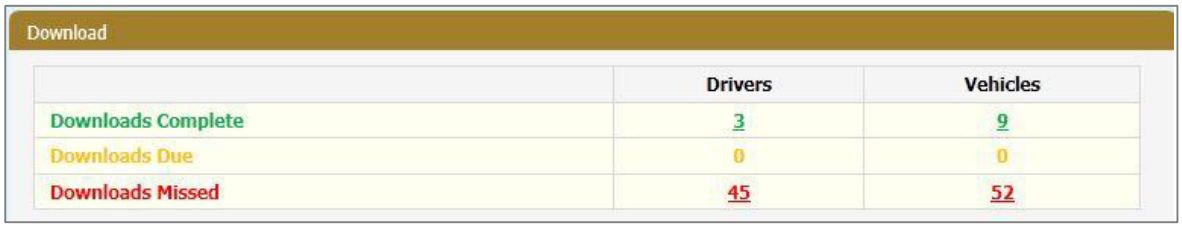
During any of the upload stages above new drivers or vehicles may require creation on the system. Follow the “Digital Driver Creation” and “Digital Vehicle Creation” guides above to complete these steps.

TranzTacho Web

Driver and Vehicle Download Notifications

1. Click “H**o**me” from the menu below

2. The “Download” table as seen below displays a traffic light system alerting the user to the number of Driver and Vehicle digital uploads completed, pending or missed. These metrics are dependent on the download periods specified by the client for Drivers / Vehicles.



Example:

- A drivers download period is set at 28 days (UK) or 21 days (ROI)
- Following a card download the driver will appear in the “Drivers Complete” column
- When 7 days or less remain until the download period expires the driver will appear in the “Downloads Due” column
- When the 28/21 day period expires the driver will appear in the “Downloads Missed” column

The same logic applies for vehicles - download period is set at 56 days (UK) or 90 days (ROI)

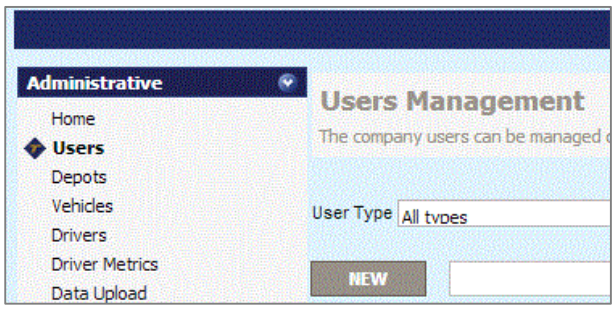
Clicking on a column number above will open a table containing the relevant drivers/vehicles.

Users - Management Page

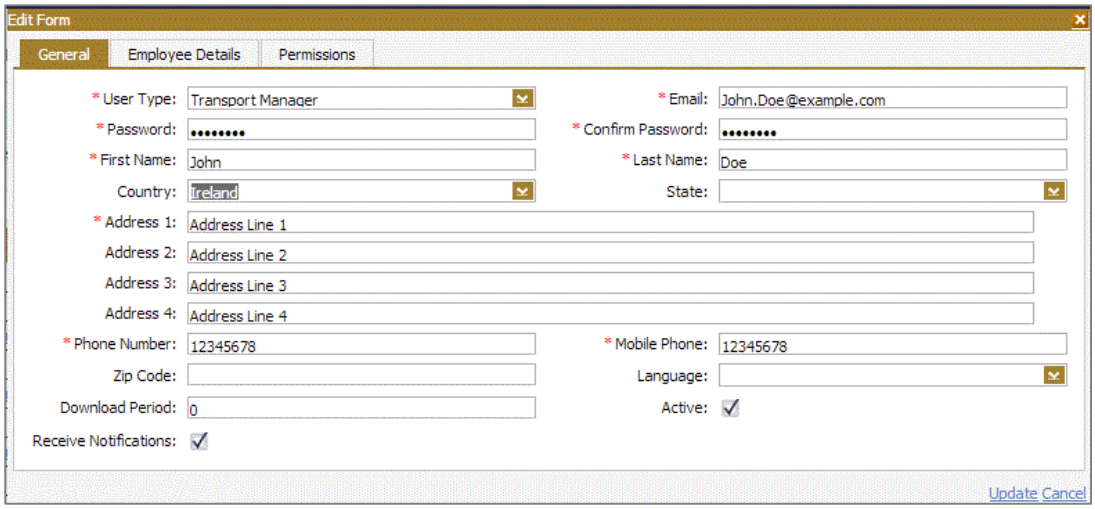
The company's users are managed on this page. Users can be added, updated/edited, activated or deactivated from within this page.

Creating a New User:

Click "**NEW**" to add a new user to the system.



Choose "User" type and complete all other compulsory fields.



Your email address will serve as your username for login to TranzTacho.
Please note: It is important to use a valid email address as this will be used to deliver licence expiry notifications etc.

There are 4 different types of User Accounts available to TranzTacho clients:

1. Client Administrator:

- Entire Overview of Company with the following functionality:
- Driver, Vehicle, User and Depot Management
- Data Upload/Export
- Report & Driver Metrics Access
- Manage Notifications Setup

2. Transport Manager: *(Most common)*

- Same functionality as that of the Client Administrator but user can be restricted on a Per Depot, Driver, Vehicle basis, by the client administrator if required.

3. Transport Clerk:

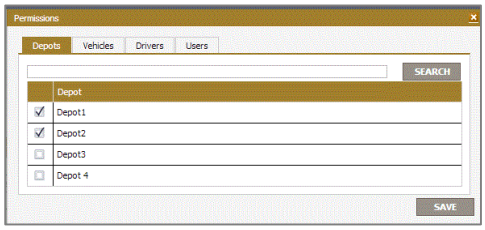
- Driver Management, Data Upload and Driver Metrics Access only. Report Access can be granted if requested.

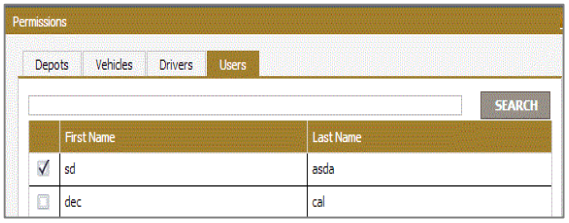
4. Driver: *(Allows drivers to download their own cards)*

- Once a "Driver" user type is created, this user must then be associated with a driver from within the relevant "Driver Edit" page in the Driver Management page.
- A "Driver" user may only upload driver cards and view data for drivers with which this association has been made.

User Permissions:

A user will only have the option to create an account of the same user type (as their own), or lower.
Clicking "Permissions" for a user opens a form with four tabs.

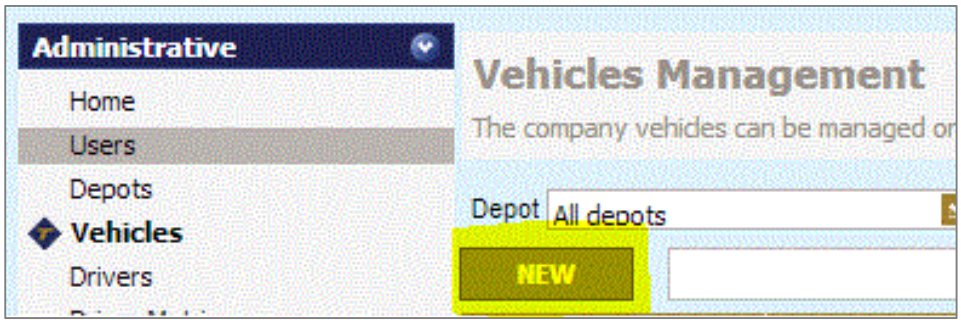




Checkboxes can be deselected to restrict the user to viewing on a per Depot, Vehicle, Driver and User basis.
A user will only have the option to edit the permissions of a lower user type.
-Existing users can also be edited or deactivated from this page-

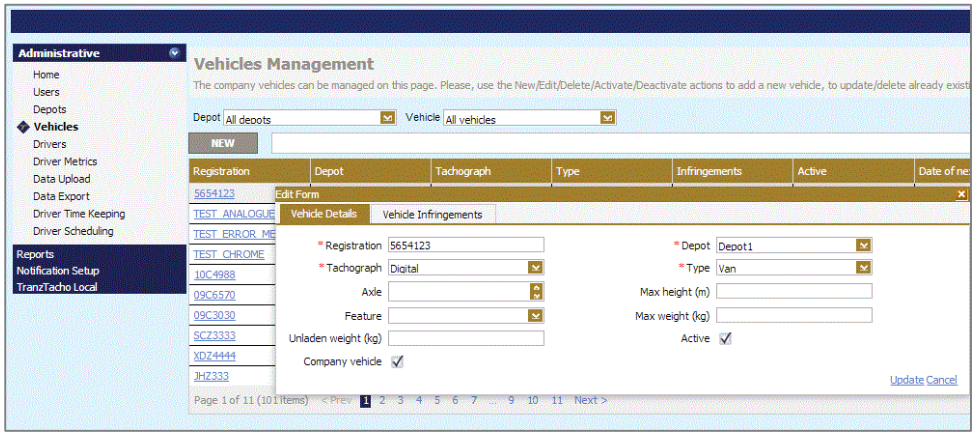
Vehicles - Management Page

To create a new vehicle manually just click on “New” button and enter the vehicle details.



Registration Column:

- Clicking on a vehicle registration will open the vehicle “Edit Form”
- Vehicle details can be amended and vehicle infringements can be viewed from here

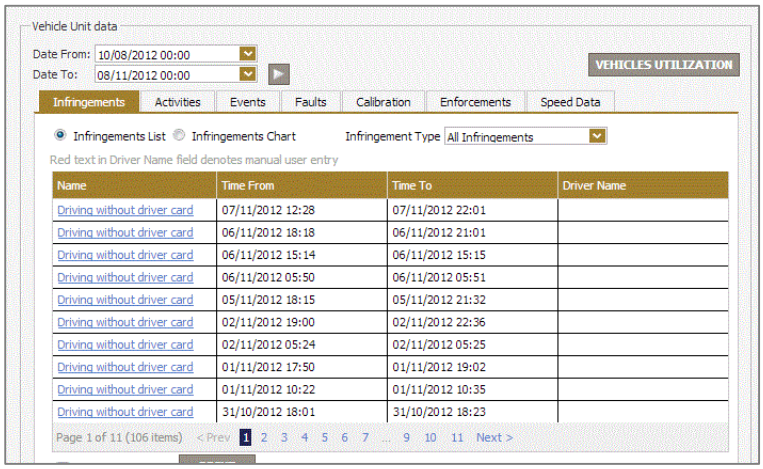


Infringements Column:

- Displays the number of infringements (if any) associated with the vehicle. Clicking on this number will display more information about these infringements.

Vehicle Unit Column:

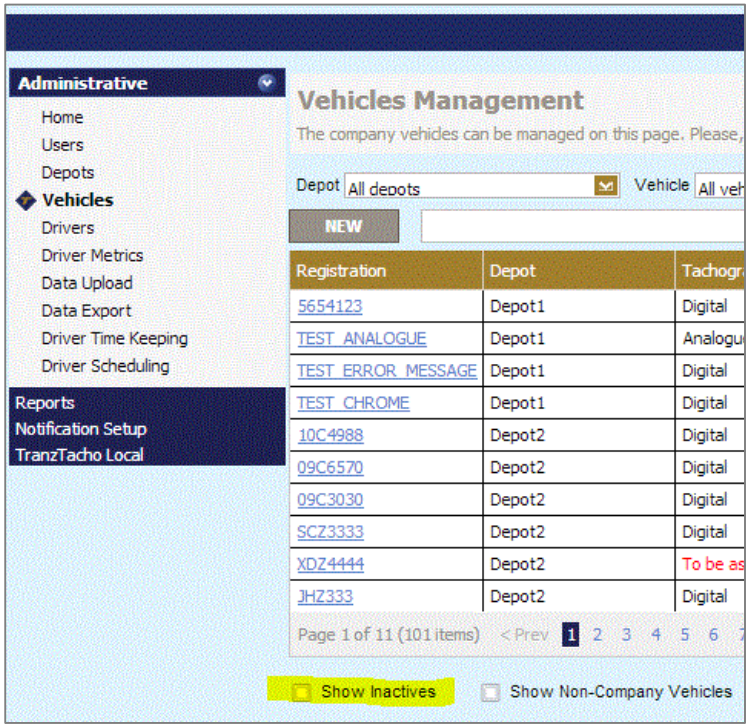
- Clicking “View Details” for a vehicle displays more detailed information from the vehicle download.


Vehicle Unit data
Date From: 10/08/2012 00:00
Date To: 08/11/2012 00:00
VEHICLES UTILIZATION
Infringements
Activities
Events
Faults
Calibration
Enforcements
Speed Data
Infringements List
Infringements Chart
Infringement Type All Infringements
Red text in Driver Name field denotes manual user entry
Name
Time From
Time To
Driver Name
Driving without driver card 07/11/2012 12:28 07/11/2012 22:01
Driving without driver card 06/11/2012 18:18 06/11/2012 21:01
Driving without driver card 06/11/2012 15:14 06/11/2012 15:15
Driving without driver card 06/11/2012 05:50 06/11/2012 05:51
Driving without driver card 05/11/2012 18:15 05/11/2012 21:32
Driving without driver card 02/11/2012 19:00 02/11/2012 22:36
Driving without driver card 02/11/2012 05:24 02/11/2012 05:25
Driving without driver card 01/11/2012 17:50 01/11/2012 19:02
Driving without driver card 01/11/2012 10:22 01/11/2012 10:35
Driving without driver card 31/10/2012 18:01 31/10/2012 18:23
Page 1 of 11 (106 items) < Prev 1 2 3 4 5 6 7 ... 9 10 11 Next >

- Vehicle activity Information can be filtered by date range from this page.

Edit- Activate/Deactivate Column.

- Clicking on “Edit” will open the vehicle “Edit Form” (same as clicking vehicle registration)
- Clicking “Deactivate” will remove the vehicle from view. A vehicle can be reactivated by first clicking “Show Inactives” from the bottom of this page, and then clicking “Activate”.



Drivers - Management Page

The company's drivers are managed on this page.

Page Display

Edit/Deactivate column: Drivers can be updated, edited, activated or deactivated from this column.

Infringements (Historical) column: Displays the total number of infringements for drivers since they were created on the system. You can click on the infringement count to access a full printable list of these infringements. Individual infringements can be clicked to display more detailed information.

View Infringements Later Than: This column allows a user to select an earliest date from which infringements will be displayed.

Attestation Form column: The user can download a partially pre-populated form for the relevant driver.

Driver Creation (Analogue)

"NEW" button (Opens Edit Form). All mandatory fields are marked with an asterisk.

"Driver Details" tab. Although drivers can be manually created here, drivers are best created through the automated process available through driver card/file download. This prevents any possibility of duplication of data through misspelling or any other difference between the manually entered name and the name on the driver card.

Manual entry should only be used when no driver card/file is available.

Driving licence and insurance expiry dates can also be added here for notification purposes.

"CPC Details" tab All 6 CPC modules are catered for here. Notifications will only be received when the most recent licence date expires.

"Driver Infringements" tab. A summarised list of the driver's infringements is available here.

"Signed Reports" tab. Signed infringement reports that have been scanned to the computer can be uploaded here and saved on the Tranztacho server.

Driver Metrics Page

Infringement reporting:

Three columns are available under the "Infringements" heading.

- **Historical**: Holds the total number of infringements for all selected drivers since they were created on the system.

- **Report Pending**: Holds the total number of infringements since reports were last printed or exported for the driver(s).

Both of the above columns can be clicked to see an infringements summary.

- **Print Report**: These checkboxes will be ticked by default where the number of "Report Pending" infringements is greater than zero.

When the "Print Reports" button is pressed the report preview window opens. Here the user can choose to either print or export the infringement reports. Following either action the "Report Pending" infringement count will reset to zero.

Clicking on the driver "Name" column or the driver "Details" column returns the following:

Activity Overview: This is a graphical 7-day synopsis of the Drivers activity. If the period selected by the user is greater than 7 days you can browse from one week to the next using the arrows below the display. Clicking on the date associated with a particular metric will display a printable breakdown of all driver activity for that day.

Card Summary: A number of useful metrics are displayed under the Card Summary section –date of last upload, and last activity recorded for example. This section can also be Printed/Exported.

Infringements Summary: Returns all the Driver's infringements associated with the period selected at the top of the page. Print/Export option is available for this section.

The Driver Metrics page also launches automatically after uploading a single Driver's digital data.

NOTE: The pop-up blocker must be disabled on your internet browser for this page to launch automatically. Check how to do this online for your current browser and version.

Driver Scheduling (Working Time Directive)

Driver Working Hours Summary (Default Report)

Clicking "DISPLAY RESULTS" will by default generate a report for the last 17/26 weeks depending on the depots WTD reference period. (Where a week is Mon 0:00 – Sun 23:59).

For example, if the report is generated on a Wednesday it will include the data up until the previous Sunday only.

Driver Working Hours Summary (Forward Planning)

The user can manually enter a value into the "Forward Planning" box in order to see driver availability for a set number of weeks into the future.

Example: A company is working under a 17 week WTD period

"4" is entered in forward planning before "Display Results" is clicked

The report now displays 13 weeks of historical data and 4 columns displaying average weekly WTD availability for the next 4 weeks into the future (17 weeks)

The relevance of the data uploaded to the TranzTacho system will have a bearing on this report – if the data for a Driver is out of date, the report will not be 100% accurate.

Calendar Function (Click on "Details" opposite driver name)

The calendars function is to improve the validity of the "Driver Working Hours Summary" report.

The calendar displays clearly any driving activity days as either "Digital Data" or "Analogue Data"

Other WTD activities can be manually added by right clicking on a non-driver activity day and entering the relevant activity from the dropdown list.

Additional WTD added in this way will be reflected in the "Driver Working Hours Summary" report

Unallocated Days

This column displays the number of days for which no activity has been selected for a driver.

Report Column Display:

- Driver's Working Hours: If greater than 48 hours the value is bolded on the report. If greater than 60hrs (the max no. of working hours allowed in a week) the cell is highlighted and value is RED.

- Average Working Hours: Calculated by summing all the working hours for the driver for last 17/26 weeks and dividing this total value by the number of weeks. If this value is greater than 48 hours for a given driver the cell is highlighted and the value is RED.

- Total Working Hours: All working hours for the Driver for last 17/26 weeks. If this value is greater than "Allowed Working Hours" hours for a given driver it is highlighted and the value is RED.

- Allowed Working Hours: 48hrs x number of weeks in WTD reference period

- Hours Outstanding: If this value is less than 0 for a given driver the text is RED.

- % Utilization: When % Utilization is > 100% the entire row of data for this Driver is highlighted.

The report returns a list of all active Drivers within your company and the hours worked by these drivers in the given reference period. This report is printable and can also be exported into a number of other file formats – xls, csv, pdf etc.

Driver Time Keeping

The Driver Time Keeping feature returns a list of all active Drivers on the system for your company. Clicking into the Details for a Driver returns that Driver's timesheet (popup window) for the last 21 days based on the latest driver activity available on the system.
There is a Date Range filter on this page so the User can specify which dates he/she wishes to view. This timesheet can be exported or printed.

Clicking on "Driver Timekeeping Summary" will display a summary of time keeping information for all drivers

Data Export

From this page Users (Transport Managers and Client Administrators) can export digital Driver or Vehicle data, previously uploaded to the TranzTacho application, for their company.

By default all uploads for all Drivers/Vehicles, across all depots are returned but there are a number of filters on these tabs to allow the user find the information required.
There is also a search field for Driver name/Vehicle on these tabs.
The user can see the date the file was uploaded to the TranzTacho system as well as the period the data in this file relates to in the “Activity From” and “Activity To” fields.
Once the User finds the information they require there are then 2 options available to them:

1. The User can select to export the original, digitally signed, file from the application using the Original File Download option. Select the “Save as” option to allow you to browse to the location you want to save down the file to.

2. The User can select the File Details option which launches the Activity Detail window containing a breakdown of all data on the digital file.

- The default From and To fields will be first activity date and last activity date, however the User can specify the period he/she wishes to review.
- The User can see whether the Driver was driving in single mode or as a crew member (Multi-manning).
- The User can Print/Export this data from here.